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What is a Résumé?

A résumé is a personal summary of your qualifications submitted by you to prospective employers. It is a catalog of your skills intended to get you an interview with a particular employer for a particular job. It is a brief and accurate inventory of...

WHO YOUR ARE

→ **WHAT YOU KNOW**

→ **WHAT YOU HAVE DONE**

→ **WHY YOU SHOULD BE HIRED**

Why a Résumé?

1. Because it is an effective job-hunting tool that will make you “visible” to the employer.
2. Because it allows you to present yourself in a most positive way, unlike the usual job application.
3. Because many employers – especially professional, managerial, and clerical – only accept résumé applications
4. Because the process of clearly defining your assets on paper will increase your self-knowledge, which in turn prepares you for the interview. Knowing your abilities and limitations is the key to a productive job search.
5. Because it stays with the employer, as a reminder of you, your interview, and your skills.

When a Résumé?

1. When it is requested by the employer in addition to or in lieu of an application.
2. When you have researched a prospective employer and discovered that a particular company or business may be able to use your skills or experiences, even though no current openings exist.
3. When you cannot be there in person – you are job shopping out of your current or intermediate area. Always send a cover letter to request and in-person interview.
4. When the employer’s application does not allow you to say enough about yourself or why you are qualified for the job.

HELPFUL HINTS

“Résumé” is a French word for summary. In English usage, the word means a summary of a person’s education and employment history. A résumé should be limited to one page whenever possible, and should never be longer than two pages.

While a well-prepared résumé will not guarantee you a job or even an interview, a poorly done résumé is almost certain to kill your chances for either.

A good résumé requires self-analysis – spend some time thinking about what you can do and what you want to do.

The résumé should be typewritten and neat. A carelessly prepared résumé suggests that you do not care whether or not you get the job.

Try to avoid sending duplicate copies of a résumé. An original copy is preferable. If you choose to use copies, make sure they are clear and legible.

Be pertinent. Only information relevant to, and in support of your stated job objective should be included.

Someone with excellent qualifications may quickly be passed over if his/her résumé is not concise and easy to read. Do not eliminate yourself from a job opportunity by hiding your skills. Be creative. Make your best assets stand out on the page.

Remember: Volunteer work is as valid an experience as paid work.

Know who you are sending this résumé to and why. Research the employer and the job so that your résumé accurately reflects why you are the best qualified person for the position. Try to send your résumé and cover letter to a specific person. Avoid sending materials “To Whom It May Concern.”

Have a copy of the job description in front of you while preparing your résumé so that you can be sure to evaluate your experience and education in relation to the exact requirements of the job.

Make sure that either your cover letter or the “job objective” section of the résumé tells the employer specifically what you want to do. Do not leave him/her guessing about what type of work you are applying for.

Choose words carefully to convey the meaning you wish to get across. For example, “duties” versus “responsibilities.” Duties you must do, while responsibilities you accept because you are responsible.

In summary, if you want an interview, submit a personalized and distinctive résumé. Make it as attractive as possible, but be sure that it is concise and legible. Remember, a good résumé can be your “foot in the door.”

PLANNING

ANALYZE: The first step will be to THINK about your assets and to focus on the kind of employment that will make the best use of your abilities. Be objective in your evaluation of both your strong points and your weak ones.

1. Do you know what kind of job you want?
2. Which of your experiences, training, or education will best relate to this job?
3. Which business or agency hires in this field?
4. What additional information will help you get the interview?

ORGANIZE: Look at the examples on pages 18 – 20. Decide which format and type of résumé will be YOUR best sales tool. These examples are designed to give you ideas which you can modify to meet your own job needs. **Remember:** A résumé is a very personal tool. It is a reflection or picture of you. Avoid looking like everyone else! Do not just copy a standard résumé form. Be creative! Make your skills and abilities stand out on the page so that you look like the best qualified candidate.



Three of the most commonly used résumé formats are summarized below:

CHRONOLOGICAL: Lists work experience information by date, starting with the most current job and going backwards in time. This style is appropriate if you have a steady work history and related schooling or training. A chronological résumé is sometimes also referred to as an historical résumé.

FUNCTIONAL: Your experience and/or education is described by functions performed rather than by job titles or employers. This type of format is recommended if you lack related work experience or education, but have developed skills that can be transferred to the job.

TARGETED: This format makes a very impressive case for a specific job opening. It is an easy style for employers to understand because it is targeted to that employer. Your résumé starts with a Job Target Statement. This is followed by statements describing what you can do (capabilities) and what you have done (accomplishments) in relation to your job target.

Now you are ready to begin writing your story. You may want to use an outline form, note cards, or just a list by topics. On page five are suggested topics to assist you in organizing the information. Begin by writing down all pertinent facts and ideas, deleting unnecessary information in the final draft.

SUMMARY FOR RÉSUMÉ WRITING

1. Have a clear target in mind.
2. Select a résumé format that best suits you and the job opening.
3. Tailor your word choices to the language of the potential employers.
4. Demonstrate your ability to produce results in areas of importance to potential employers.
5. Describe your accomplishments as well as your capabilities.
6. Use short, clear, concise sentences. Use action verbs (see pages 10 -11) as often as possible.
7. Do not include information that does not directly relate to your job target.
8. Avoid repetitions.
9. Keep it short. One page is best.
10. Ask two people, whose judgment you trust, to proofread your résumé before submitting it.

LETTER OF INQUIRY

The purpose of a letter on inquiry is to determine possible openings. It allows you to communicate with potential employers. The letter of inquiry will accomplish the following:

1. Inform employers that you are interested in obtaining a position with their company.
2. Point out significant experience and/or education in your field which makes you a desirable employee.
3. Request information about position openings, as well as clarify application procedures.

Sample Letter of Inquiry:

Date

Name of Person Whom Letter is Directed

Title

Name of Organization

Address

City, State, Zip

Dear _____:

Inform employers that you are interested in obtaining a position with their company. Point out significant experience and/or education in your field which makes you a desirable employee.

Request information about position openings, as well as clarify application procedures.

Sincerely,

(your handwritten signature)

Your Typed Name

Your Address

City, State, Zip

Phone Number

COVER LETTER OR LETTER OF APPLICATION

1. Always include a cover letter or a letter of application explaining why you are mailing your résumé to this employer. KEEP IT BRIEF. Do not restate your résumé, but do refer to it.
2. You should mention how you learned of the current opening and why you are applying at this time. Use one or two clear and simple statements about why you are qualified for the job.
3. Ask for an interview. You may want to suggest a meeting time for the interview.
4. Your letter should be business-direct and simple in choice of words and format. Whenever possible, address your letter to a specific person. Spell the name correctly and use the proper title. A cover letter should be typed, single-spaced, and contain correct spelling and grammar.
5. Finally, let the employer know you are interested in his/her business, not just the job. Show that you have some knowledge of the company or the product. Be sincere.
6. Because a résumé is usually objective and impersonal, it should always be accompanied by a cover letter to take the place of the smile and handshake of a personal encounter.
7. A cover letter performs four functions:
 - a. It says a friendly “Hello, here’s my résumé.”
 - b. It highlights the résumé.
 - c. It stimulates the employer’s interest in your skills and abilities.
 - d. It requests an interview.
8. Remember: cover letters should be brief – usually one or two paragraphs.
9. See the example of a cover letter on page eight.

COVER LETTER FORMAT

Date

Name of Person to Whom Letter is Directed

Title

Name of Organization

Address

City, State, Zip

Dear _____:

Tell why you are writing. Indicate the position you are seeking or your general career interest, but be as specific as possible. Say something positive about the job vacancy or the organization and why you are interested in them.

Summarize or highlight your qualifications which would be of particular benefit to that employer. Cite relevant education, skills, or background. Sincerely state your interest in their organization or type of work. Make reference to the application or résumé you are enclosing. This is your "Sales" paragraph.

Make sure your closing is not vague but asks for specific action. You can ask for or suggest a date for a personal interview and indicate that you will phone for confirmation. You can also ask for application materials or any other needed information.

Sincerely,

(Your Handwritten Signature)

Your Typed Name

Your Address

City, State, Zip

Phone Number

Enclosure

ACTION VERBS

Management Skills:

administered
analyzed
chaired
contracted
consolidated
coordinated
delegated

developed
directed
improved
increased
organized
oversaw
planned

prioritized
reviewed
scheduled
strengthened
supervised

Communication Skills:

addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited

enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated

persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Research Skills:

clarified
collected
critiqued
diagnosed
reviewed
extracted

interpreted
interviewed
investigated
organized
examined
surveyed

identified
systematized
inspected
evaluated
summarized

Technical Skills:

assembled
built
calculated
computed
programmed
engineered

fabricated
maintained
operated
overhauled
devised
repaired

solved
trained
upgraded
designed
remodeled

Helping Skills:

assessed
facilitated
coached
referred
diagnosed

expedited
clarified
guided
demonstrated
represented

assisted
familiarized
counseled
rehabilitated
educated

ACTION VERBS *(CONTINUED)*

Teaching Skills:

adapted
advised
clarified
coached
guided
developed
instructed

encouraged
evaluated
explained
facilitated
coordinated
initiated
persuaded

set goals
stimulated
communicated
informed
enabled

Financial Skills:

administered
developed
appraised
marketed
budgeted
researched

computed
analyzed
managed
balanced
projected
allocated

forecast
audited
planned
calculated

Creative Skills:

acted
conceptualized
created
designed
introduced
established
performed

founded
illustrated
instituted
integrated
directed
originated
planned

revitalized
shaped
developed
invented
fashioned

Clerical or Detail Skills:

approved
arranged
catalogued
classified
validated
processed
compiled

dispatched
generated
implemented
collected
monitored
operated
organized

prepared
inspected
recorded
specified
tabulated

Select your résumé format and complete the worksheets listed below

Chronological

This format emphasizes your work history, career growth, job titles, and employer's names. Your history is described from the most recent job backwards. This is the *most traditional* and *commonly used* format.

If you decide to complete a résumé using this format, complete items I – IV, IX, and X on the worksheet.

Functional

This format highlights your skills, accomplishments and strengths. Your experience is described through functional categories, not through your employment history. It gives considerable flexibility in the information that is emphasized.

If you decide to complete a résumé using a functional format, complete items I – III, V, and VIII – X on the worksheets

Targeted

This format make a vary impressive case for a specific job opening. It is an easy style for employers to understand because it is targeted to that employer. Your résumé starts with a Job Target Statement. This is followed by statements describing what you can do (capabilities) and what you have done (accomplishments) in relation to your job target.

If you decide to complete a résumé using the targeted format, complete items I – III, and VI – X on the résumé worksheets.

I. Name & Address

Name:

Address:

City:

State:

Zip:

Phone:

Message:

(Use a message phone number if you cannot be reached during normal business hours)

II. Job Target

Write a short statement summarizing your employment objective.